

Australia Day Community Committee

Terms of Reference

1. Status and Name

The Committee shall be known as the Australia Day Community Committee, hereinafter referred to as the “Committee”, established pursuant to Section 355 of the *Local Government Act 1993*.

2. Established

The Committee was established by Council resolution 22/0050 on 14 February 2022.

3. Purpose, Objectives and Operational Support

The primary purpose of the Committee is to manage an inclusive consultative process with the community and stakeholders in relation to the coordination of Australia Day activities and celebrations.

1. The City of Wagga Wagga will support the Committee through:
 - The provision of a meeting place
 - The provision of insurance coverage for volunteers
 - The provision of and control over the Australia Day budget.
 - The provision of Council’s Events Coordination Officer to coordinate the event administration of the Committee.
 - Administration support for the agendas and minutes
2. The Committee will receive formal delegations from Council under Section 377 of the Local Government Act 1993 to plan, organise and execute the Australia Day celebrations for the Wagga Wagga Local Government Area as per Council resolution 22/0050 on 14 February 2022.
3. The Australia Day Awards selection panel will consist of Australia Day Community Committee members, the Mayor and the General Manager.
4. The Wagga Wagga City Council Code of Conduct applies to all Committee members.

4. Functions

The main functions of the Committee are to:

1. Provide a forum to promote Australia Day, exchange ideas and discuss best practice.
2. Plan, organise and execute local arrangements for Australia Day with input from the community via the community committee.
3. Assist in the on-ground delivery of the Australia Day events including the Awards Ceremony.
4. Promote Australia Day activities and awards across the region.

5. Seek funding and sponsorship from interested parties to assist in delivering events that have high participation from the whole community.
6. Ensure that all elements of funding and sponsorship agreements are incorporated as per Council's required procedures and written documentation. Council's Visitor Economy and Events Coordinator will provide oversight and involvement in the process of sourcing, securing and managing agreements.

5. Memberships

The Committee will be constituted by a minimum of eight (8) members and a maximum of 18 members.

This Committee shall comprise persons nominated as individual members of the community and make up to a maximum of 11 positions.

In addition, the Mayor and Council's Events Officer will be deemed to be members of the Committee. One Councillor will be elected to the Committee by the Council for the term of the committee by the Council.

The Committee exists for the duration of the term of Council. Nominations for new memberships will be sought following Local Government (General) elections. If the Council election falls before the event, the committee will continue until after the event, then a new committee will be sought.

The following positions/roles are eligible to be members of the Committee if they choose to be so, during only the current term of their title and form part of the maximum number of 18 committee members:

- Citizen of the Year
- Young Citizen of the Year
- Miss Wagga Wagga
- Miss Community Princess

Should any of these positions/roles accept the opportunity to become Committee members, they will have full voting rights.

Appointment to the Committee will be made as per Council Policy 117 - Appointment of Organisation Community and Individual Citizen Members to Council Committees.

The Committee can recruit for vacant positions within their term. Appointments are selected by a panel comprising of the Mayor, General Manager, Events Officer and Committee Chair. Council is to be advised of the outcome.

The Committee is intended to operate more effectively in a less formal environment. On a needs basis other community members or officials can be invited to attend meetings for subject area expertise or experience.

The Committee will be responsible for electing a Chair and Deputy of the meeting and will nominate any other positions that are seen to be relevant to the activities and purpose of the Committee (e.g. secretary and sub committees).

If any member is absent from three consecutive meetings without having obtained a leave of absence from the Committee, the member's membership will be terminated.

The Committee may co-opt, or make use of the services of, any other persons for the purpose of investigating or deliberating on any specific matter or on any other temporary basis. A person invited to assist the Committee is not a member and does not have a right to vote.

6. Terms of Office and Voting

1. When electing persons to such positions as Chair, Deputy Chair, Secretary or any other position deemed to be needed for the proper functioning of the Committee, members will follow the normal processes of calling for nominations and seconders, and then proceed to a vote if there are more nominations than vacancies.
2. Once elected, the term of the Chair, Deputy Chair and Secretary will be determined by the Committee at its first meeting, unless the member elected to that office resigns from the position in writing to the Committee.
3. A proposition that receives a majority of votes (more than half) of the members present shall be a decision of the Committee.
4. Generally, voting connected with the election of a person to an office of the Committee will be by show of hands or by ballot. All other votes taken will be on the voices.
5. Each member of the Committee has one vote on each question to be decided, except where the member has a conflict of interest. Council's Code of Conduct states: "*A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.*"

7. Vacation of Office

The office of an elected, appointed or representative member of the Committee shall become vacant:

1. If a member resigns their membership by notice in writing to the Committee.
2. If a member is absent for more than three consecutive meetings without prior leave of the Committee.
3. If member commits any breach of this Constitution.
4. If the committee is dissolved by the Council.
5. If the position is used for any pecuniary interest of the individual.
6. On the retirement of the Council.

8. Awards Judging

Those entitled to vote include – Committee Members, the General Manager the Mayor and a scrutineer will oversee the process and are not entitled to cast a vote.

A pre-voting meeting will be held for committee members to discuss nominations and any questions they have regarding the nominations and the criteria of the awards. This meeting will also determine any nominations that do not meet the criteria of the award.

Committee members who do not attend the pre voting meeting are ineligible to vote.

Voting will take place as a secret ballot following the pre voting meeting. All members entitled to vote will list their votes on the voting cards provided for each award with 3 votes to the preferred nominee, 2 votes and 1 vote. Voting does not have to include all three preferences; it can be first preference (3 votes).

The Events Officer and independent scrutineer will be responsible for counting the votes and arranging awards for the awards ceremony. This method will ensure confidentiality is maintained.

9. Meetings

Meeting frequency will be determined by the Committee but shall be no more than 10 meetings and no less than two per year; with no more than one meeting per month except during the month the event is held.

Attendance at meetings may be in person or remote via video conference at the discretion of the committee.

10. Meeting Quorum

The quorum required for a meeting to commence will be 50% of current members plus one. A meeting will be rescheduled if there is no quorum present within ten minutes of the scheduled commencement of the meeting.

11. Disclosure of Interests

(1) Pecuniary Interests/Conflicts of Interest

- (a) The first item on the agenda of all meetings, other than that held annually for election of the Chairperson (after apologies/requests for leave of absence) shall be the declaring of pecuniary interests/conflicts of interest.
- (b) A member of the committee shall not at meetings vote on, or take part in the discussion of, any matter in which that person or any relation of that person, has, personally or by their immediate family, any pecuniary interest. Such interest shall be declared to the meeting at the earliest opportunity, and any member

declaring any such interest shall refrain from any discussion of or voting on the matter.

- (c) In declaring the nature of a pecuniary or conflict of interest at a meeting, the member, adviser, staff member or delegate must ensure that:
- The details are sufficient to enable other committee members to appreciate in general terms the connection of the person with this matter under consideration.
 - The disclosure does not reveal sensitive information which is not relevant to the matter before the committee.
 - The disclosure does not reveal information which may be unnecessarily damaging to the reputation of some person(s) with whom the person disclosing is associated.
 - The disclosure will not unnecessarily prejudice a sensitive commercial or legal situation.

(2) Disclosure to be Recorded

A disclosure made at a meeting of the Australia Day Committee must be recorded in the ~~Minutes~~ of the meeting.

12. Dissolution

The Committee may be dissolved by a resolution of Council at any time.